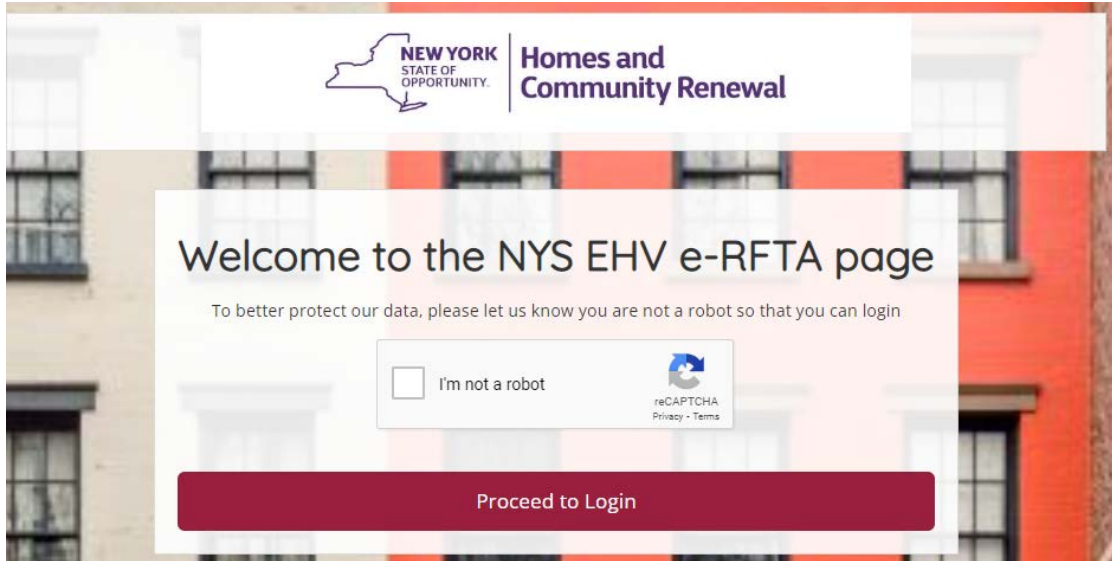


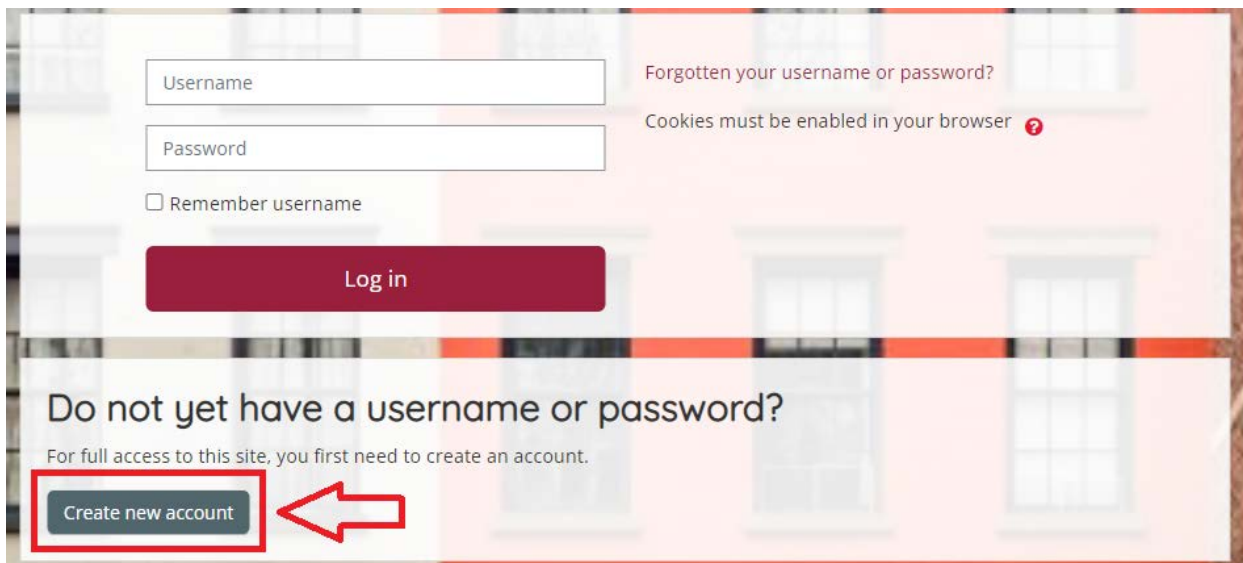
NYS EHV e-RFTA Portal

Creating an Account Using E-mail Self-Registration

1. Please visit: <https://erfta-ehv.hcr.ny.gov/>
2. Complete the required reCAPTCHA challenge and then click 'proceed to Login'



3. Click the 'Create new account' button



4. Complete each of the fields to create the new account.
 - a. Please note the username and password for future reference
 - b. Complete all required fields (noted with the icon)
 - c. Complete the reCAPTCHA challenge
 - d. Click the link to read and understand the site policy agreement
 - e. Check the box next to 'I understand and agree'
 - f. Review all fields for accuracy and click the 'Create my new account' button

New account

▼ Collapse all


▼ Choose your username and password


Username 

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or #

Password 

▼ More details

Email address 


Email (again) 


First name 

Last name 

City/town



Country

Security question 

I'm not a robot  reCAPTCHA
Privacy * Terms

▼ Site policy agreement

[Link to site policy agreement](#) 

 I understand and agree 

Create my new account

Cancel

5. The below confirmation message will appear.
 - a. Click 'continue'
 - b. You will be redirected to the login page

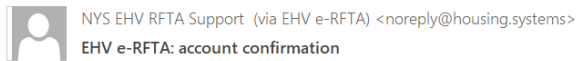
An email should have been sent to your address at [REDACTED]

It contains easy instructions to complete your registration.

If you continue to have difficulty, send an e-mail to NY_EHV_RFTA@housing.systems.

Continue

6. Check your e-mail to complete the registration process:
 - a. The e-mail will come from 'NYS EHV RFTA Support'
 - b. The subject heading will be 'EHV e-RFTA: account confirmation'
 - c. Click the link to confirm your e-mail address.
 - d. If needed, copy and paste the link to a web browser to confirm



Hi,

A new account has been requested at 'EHV e-RFTA' using your email address.

To confirm your new account, please go to this web address:

<https://erfta-ehv.hcr.ny.gov/login/confirm.php?data=8nsVQx7FDKtBtGR/test>

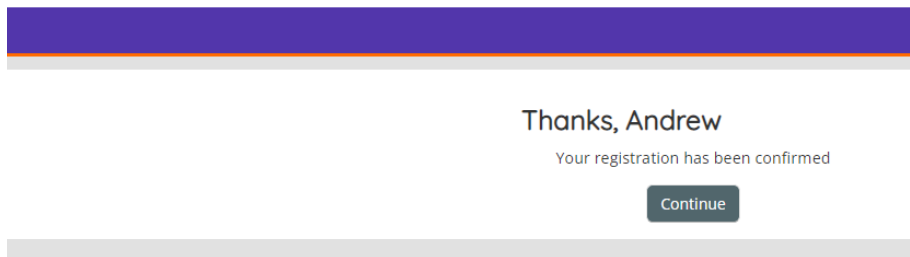
In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

NYS EHV RFTA Support
NY_EHV_RFTA@housing.systems

7. After clicking the link in your e-mail, you will be directed to a confirmation page on the e-RFTA portal.
 - a. Click 'Continue'

EHV E-RFTA



8. Start e-RFTA by click the 'access portal' button in the 'RFTA E-SUBMISSION' area

